

Arizona Governor's Office of Highway Safety



Subgrantee User Guide
Version 1.1
IntelliGrants™ AZ GOHS System

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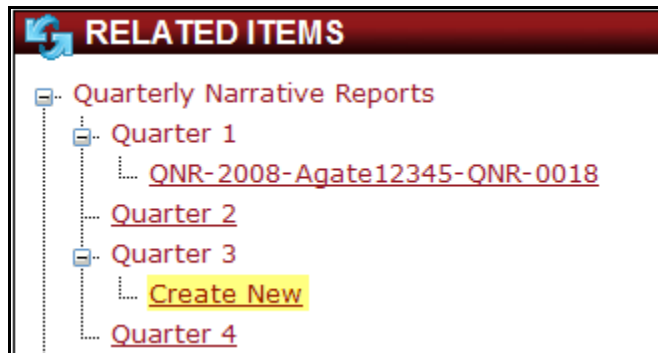
1. Subgrantee Reporting

Once a proposal is reviewed and approved it will be put into the status of 'Contract Executed'. The proposal is now considered a grant. The 'Contract Executed' status signifies signatures for the grant agreement have been obtained and projects within the grant may now commence. At this point you should have the options of creating RCIs and QNRs.

Grant projects must follow certain reporting requirements. Please refer to the AZ GOHS Policy and Procedure manual. The following instructions explain the initiation and submission process of AZ GOHS reporting components: Quarterly Narrative Reports and Request for Costs Incurred.

2. Quarterly Narrative Report

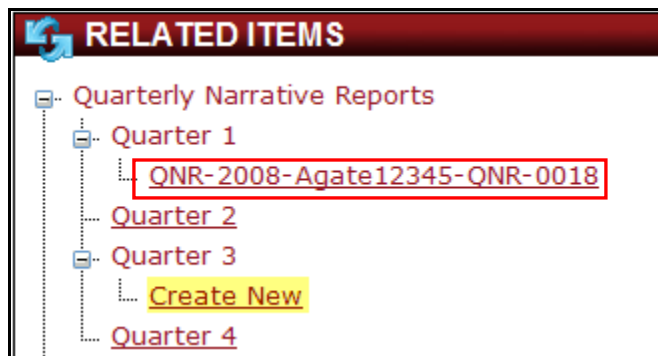
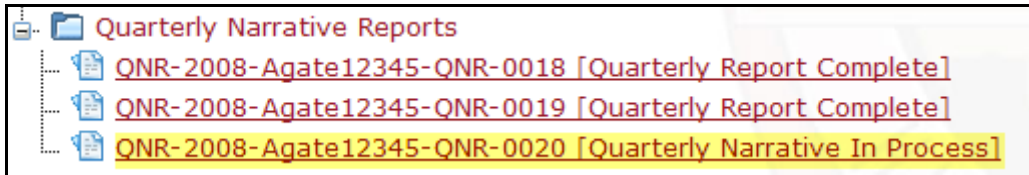
After a proposal has reached the Contract Executed status The Project Administrator or the Agency CEO / Project Director may then initiate a Quarterly Narrative Report by clicking on the “Create New” link for the appropriate quarter under the related items section. The Project Administrator or the Agency CEO / Project Director are the only subgrantee security roles that may initiate Quarterly Narrative Reports (QNR).



A confirmation page will appear asking for confirmation. Click the ‘I agree’ button. A QNR will be created and you will be taken to the ‘QNR Menu.’



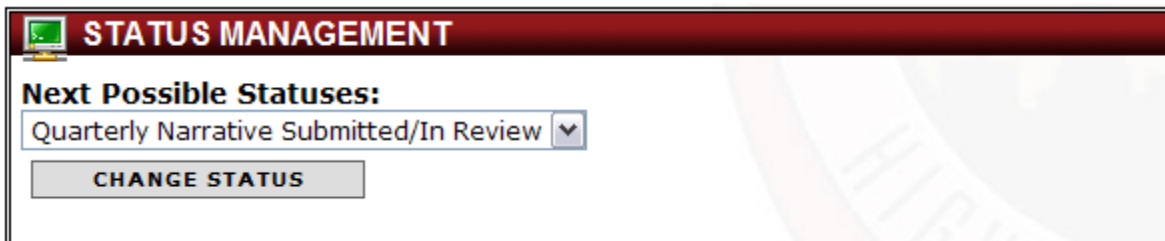
Following the creation of a QNR, a link to the record will appear back on the Proposal Menu. All QNRs for this proposal will appear on the Proposal Menu. A link to the QNR will also appear in the 'My Documents' section under the name of the QNR. When logging back into AZ GOHS, either click the link to the proposal and then click the QNR under the related items section, or you may return directly to the QNR from the proposal menu.



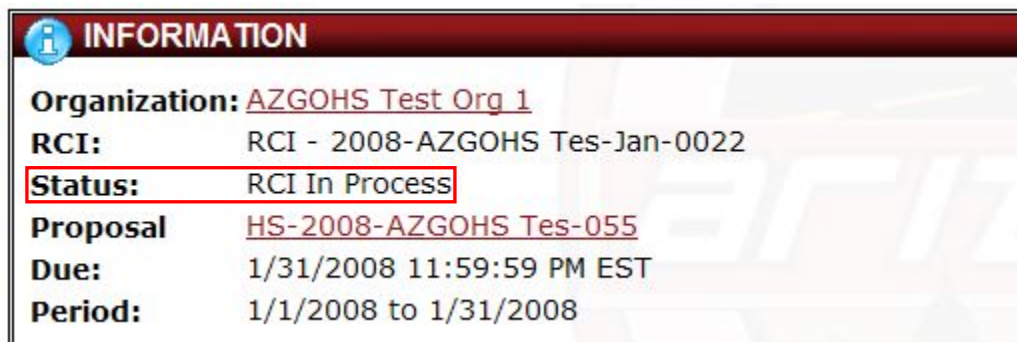
3. The Quarterly Narrative Report Menu

3.a. Status Management Section

The Status Management section allows the Project Administrator or the Agency CEO / Project Director the ability to push the proposal to the next status level. The procedure for submitting QNRs is exactly the same as it was for proposals. Simply choose the appropriate status from the drop down box and then click the “Change Status” button. Your QNR will then be pushed to the status shown in the drop down box.

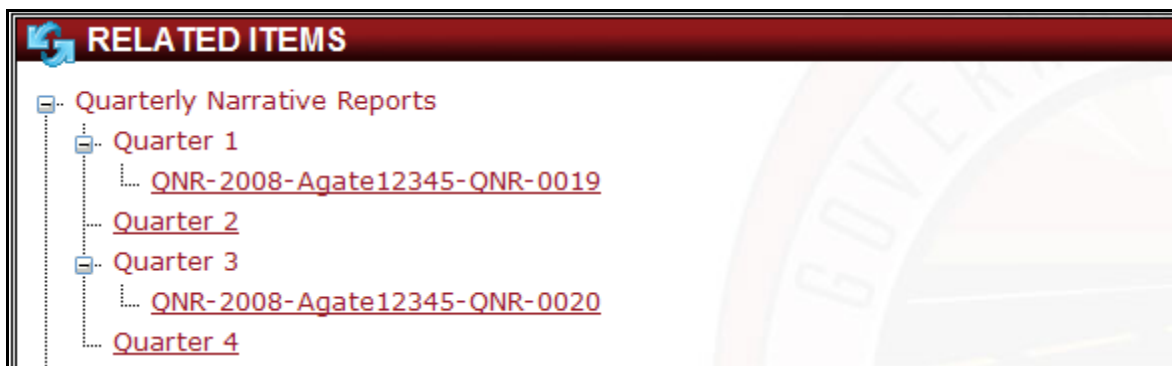


If you would like to know what the current status is, you must look in the Information Section.



3.b. Related Items Section

The Related Items section is located directly below the Management Activities section. You may enter the QNR from the Related Items section on the Proposal Menu. You can see this in the example below.



You may also navigate from the QNR menu back to the Proposal menu by clicking the link under the Related Items section on the QNR menu. You can see this in the example below.



4. Quarterly Narrative Report Form Completion

4.a. Automatic Calculations

Just like when filling out a proposal, when possible, the AZ GOHS System will automatically calculate totals for you. Remember to click the 'Save' button in order to calculate the form calculations.

4.b. Error Messages

If any information is not completed within a QNR form in its entirety or there are mistakes, an error message will be displayed in red across the top of the page. During form completion it is not necessary to correct form errors right away. You may return to the form and fix errors at any time and if for some reason any errors remain when you attempt to submit the QNR, AZ GOHS will error and require the errors to be fixed before the QNR submission is completed. See the example below.

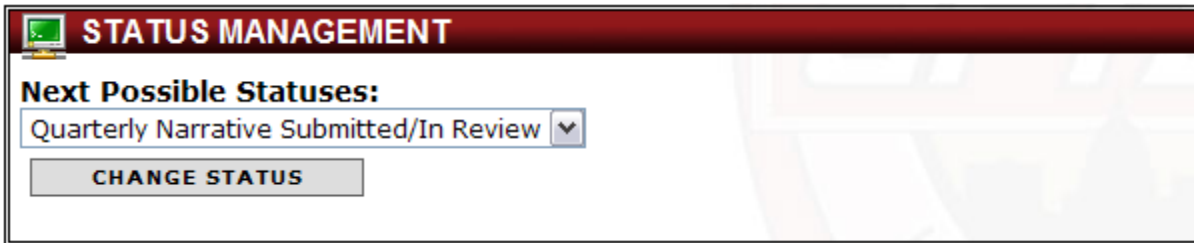
The screenshot displays a web application interface. At the top, there is a navigation bar with links: 'Main Menu', 'Actions', 'Proposal Menu', and 'Related Pages'. Below this is a row of buttons: 'SAVE', 'ADD', 'DELETE', 'VIEW PDF', and 'SHOW NOTES'. A 'SPELL CHECK' button is positioned below the 'VIEW PDF' and 'SHOW NOTES' buttons. A grey message box states 'The information has been saved'. Below this, a red banner with white text reads 'Please enter all required values.'

5. Submitting Quarterly Narrative Reports

The Project Administrator or the Agency CEO / Project Director are the only security roles authorized to submit your QNR. When the QNR is believed to be complete and no more changes are required, the Project Administrator or the Agency CEO / Project Director can choose to submit.

It is important to note that once a QNR is submitted it will enter into a read-only status and cannot be changed!

To submit, the Project Administrator or the Agency CEO / Project Director must choose the 'Quarterly Narrative Submitted/In Review' status in the Status Management section on the proposal menu and then click the "Change Status" button. If any errors exist in the proposal they will appear at that time and must be fixed before it can be submitted. If no errors exist, the Project Administrator or the Agency CEO / Project Director will be prompted to confirm his or her decision.



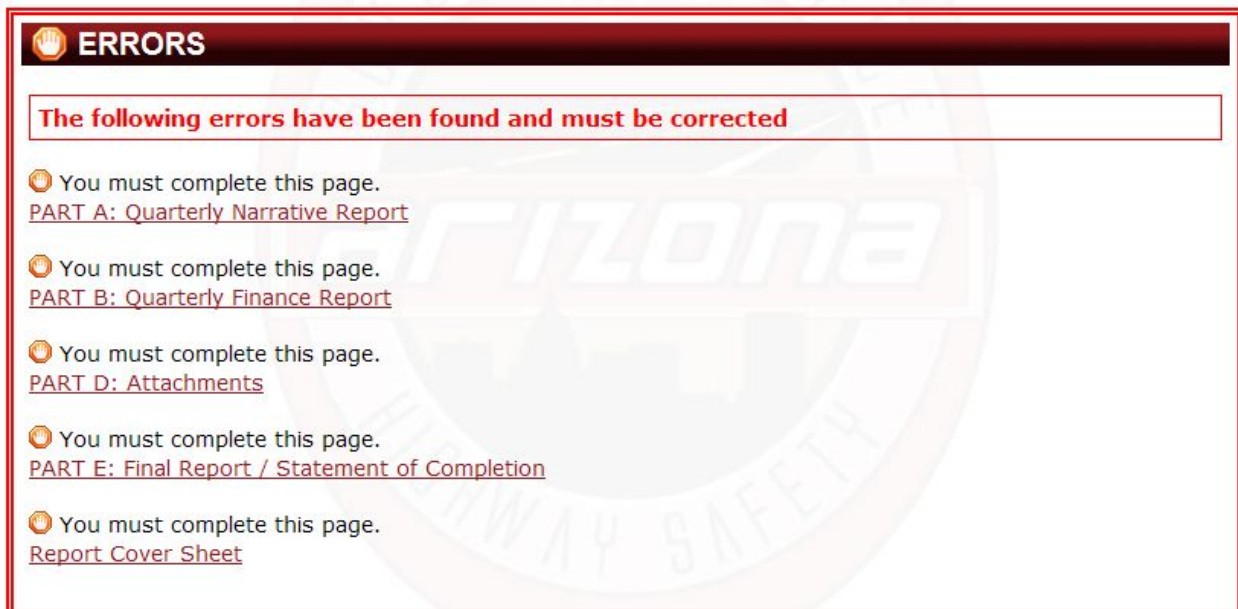
STATUS MANAGEMENT

Next Possible Statuses:

Quarterly Narrative Submitted/In Review ▼

CHANGE STATUS

Below is an example of an error you could receive if you have not completely filled out your QNR and you attempt to submit it.



ERRORS

The following errors have been found and must be corrected

- You must complete this page.
[PART A: Quarterly Narrative Report](#)
- You must complete this page.
[PART B: Quarterly Finance Report](#)
- You must complete this page.
[PART D: Attachments](#)
- You must complete this page.
[PART E: Final Report / Statement of Completion](#)
- You must complete this page.
[Report Cover Sheet](#)

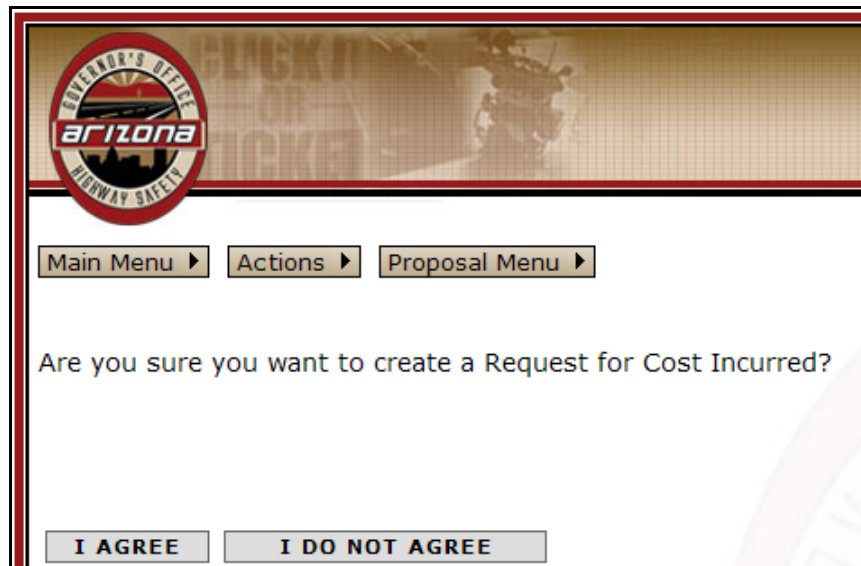
6. Creating a Request for Cost Incurred

After a proposal has reached the Contract Executed status and a Quarterly Narrative Report has been submitted, a Project Administrator or the Agency CEO / Project Director may then initiate a Request for Cost Incurred (RCI) by clicking on the “Create New” link for the appropriate month under the related items section. The Project Administrator or the Agency CEO / Project Director are the only subgrantee security roles that may initiate RCIs.

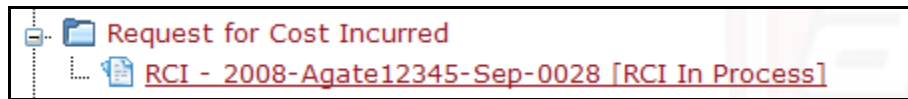
NOTE: AZ GOHS will only allow two RCIs created per month. After you have created your two RCIs for a given month, the Create New will disappear.



A confirmation page will appear asking for confirmation. Click the ‘I agree’ button. An RCI will be created and you will be taken to the ‘RCI Menu.’



Following the creation of an RCI, a link to the record will appear back on the Proposal Menu for all of the RCIs for this proposal. A link to the RCI will also appear in the 'My Documents' section under the name of the RCI. When logging back into AZ GOHS, either click the link to the proposal and then click the RCI link from there, or you may return directly to the RCI from the proposal menu.



7. The RCI Menu

7.a. Status Management Section

The Status Management section allows the Project Administrator or the Agency CEO / Project Director the ability to push the proposal to the next status level. The procedure for submitting RCIs is exactly the same as it was for proposals. Simply choose the appropriate status from the drop down box and then click the “Change Status” button. Your QNR will then be pushed to the status shown in the drop down box.



STATUS MANAGEMENT

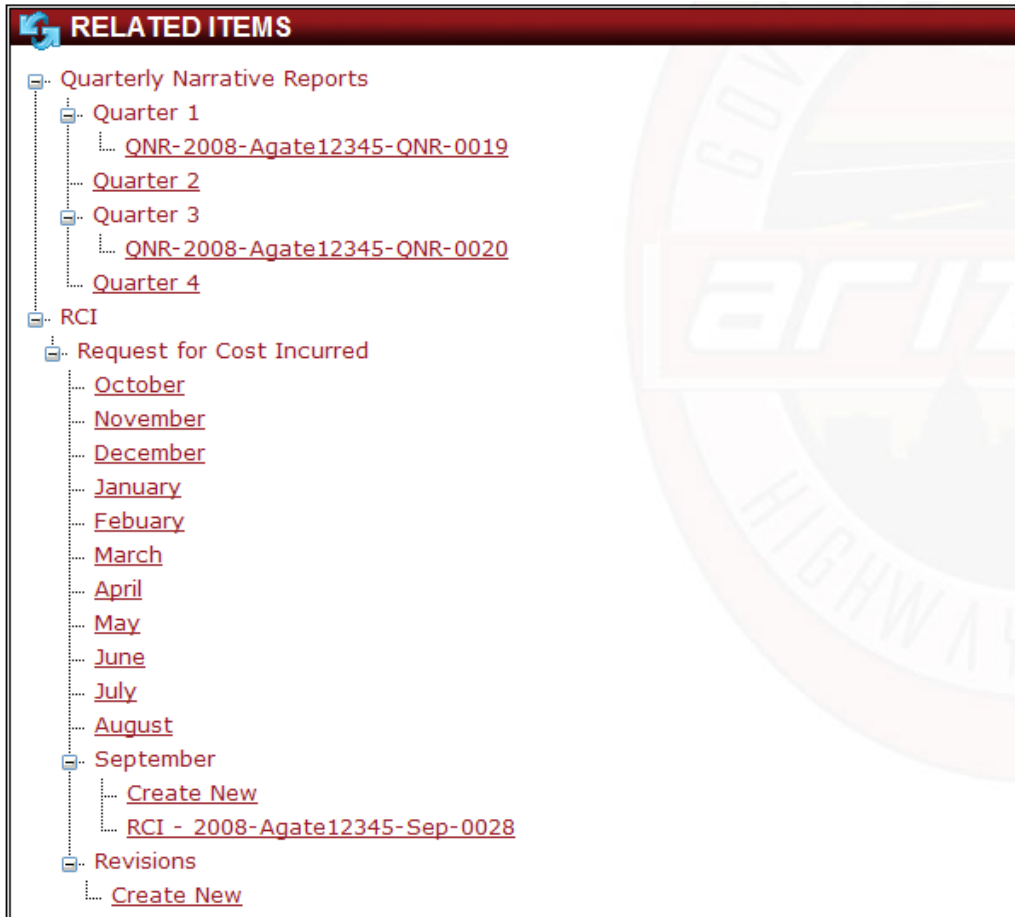
Next Possible Statuses:

Project Coordinator Review ▼

CHANGE STATUS

7.b. Related Items Section

The Related Items section is located directly below the Management Activities section. You may enter the RCI from the Related Items section on the Proposal Menu. You can see this in the example below.



RELATED ITEMS

- Quarterly Narrative Reports
 - Quarter 1
 - [QNR-2008-Agate12345-QNR-0019](#)
 - Quarter 2
 - [QNR-2008-Agate12345-QNR-0020](#)
 - Quarter 3
 - [QNR-2008-Agate12345-QNR-0020](#)
 - Quarter 4
 - [QNR-2008-Agate12345-QNR-0020](#)
- RCI
 - Request for Cost Incurred
 - [October](#)
 - [November](#)
 - [December](#)
 - [January](#)
 - [Febuary](#)
 - [March](#)
 - [April](#)
 - [May](#)
 - [June](#)
 - [July](#)
 - [August](#)
 - [September](#)
 - [Create New](#)
 - [RCI - 2008-Agate12345-Sep-0028](#)
- Revisions
 - [Create New](#)

You may also navigate from the RCI menu back to the Proposal menu by clicking the link under the Related Items section on the RCI menu. You can see this in the example below.



8. RCI Form Completion

8.a. Automatic Calculations

Just like when filling out a proposal, when possible, the AZ GOHS System will automatically calculate totals for you. The 'Materials and Supplies' page is a good example of this. When the page is saved the system will use the values that you have entered for the unit price and quantity to calculate the 'Total.' The system will show you these values and will use them to automatically generate other totals as well. In the example below, the 'Total' must equal the 'Unit Price' multiplied by the 'Quantity.' Remember to click the forms 'Save' button in order to calculate the form calculations.

MATERIALS AND SUPPLIES

Instructions:

- Please complete this page, then click the **Save** button.
- Clicking the **Save** button will calculate percentages and totals.
- After saving the page and you do not receive an error, you can click **Add** to add another item
- Required fields are marked with an *.
- If a required item with an * does not apply to you, place a 0 in that field.

Materials and Supplies Description	Quantity	Unit Price	Total
1) Sample Supplies *	5 *	\$15.00 *	\$75.00
2)			\$0
3)			\$0
4)			\$0
5)			\$0
Subtotal			\$75.00

8.b. RCI Summary Calculations

The AZ GOHS System creates your RCI summary for you based upon the budgets information that you enter for each category for the current and all previous RCIs. The system will automatically total these values into the budget summary. In this way, there will be far less math required to complete the online application.

BUDGET SUMMARY

Instructions:

- Click the **Save** button to complete this page.

☐ Yes, this is our final RCI, please release the final amount.
☒ No, this is not our final RCI.

Summary of Budget	Current Claimed Expenditures	Previous Claimed Expenditures	Total Expenditures	Awarded Budget Amount	Grant Amount Remaining
Personnel Services	\$4,500.00		\$4,500.00		(\$4,500.00)
Employee Related Expenses	\$9,000.00		\$9,000.00		(\$9,000.00)
Professional Outside Services	\$1,500.00		\$1,500.00		(\$1,500.00)
Travel In-State	\$739.85		\$739.85		(\$739.85)
Travel Out-of-State	\$1,209.79		\$1,209.79		(\$1,209.79)
Materials and Supplies	\$75.00		\$75.00		(\$75.00)
Other Expenses	\$2,500.00		\$2,500.00		(\$2,500.00)
Capital Outlay	\$9,299.93		\$9,299.93		(\$9,299.93)
Totals	\$28,824.57	\$0	\$28,824.57		(\$28,824.57)

8.c. Error Messages

If any information is not completed within an RCI form in its entirety or there are mistakes, an error message will be displayed in red across the top of the page. During form completion it is not necessary to correct form errors right away. You may return to the form and fix errors at any time and if for some reason any errors remain when the RCI is submitted, AZ GOHS will require the errors to be fixed before the RCI submission is completed. See the example below.

Main Menu ▶ Actions ▶ Proposal Menu ▶ Related Pages ▶

SAVE **ADD** **DELETE** **VIEW PDF** **SHOW NOTES**

SPELL CHECK

The information has been saved

Please enter all required values.

9. Submitting RCIs

The Project Administrator or the Agency CEO / Project Director are the only roles authorized to submit your RCI. When the RCI is believed to be complete and no more changes are required, the Project Administrator or the Agency CEO / Project Director can choose to submit.

It is important to note that once a RCI is submitted it will enter into a read-only status and cannot be changed!

To submit, the Project Administrator or the Agency CEO / Project Director must choose the ‘Project Coordinator Review’ status in the Status Management section on the proposal menu and then click the “Change Status” button. If any errors exist in the proposal they will appear at that time and must be fixed before it can be submitted. If no errors exist, the Project Administrator or the Agency CEO / Project Director will be prompted to confirm his or her decision.



The screenshot shows a web interface titled "STATUS MANAGEMENT" with a red header bar. Below the header, the text "Next Possible Statuses:" is displayed. Underneath this text is a dropdown menu with "Project Coordinator Review" selected. Below the dropdown menu is a button labeled "CHANGE STATUS".